

**MINUTES OF LAYTON CITY
COUNCIL WORK MEETING**

JULY 18, 2013; 5:33 P.M.

**MAYOR AND COUNCILMEMBERS
PRESENT:**

**MAYOR J. STEPHEN CURTIS, MICHAEL
BOUWHUIS, JOYCE BROWN, BARRY FLITTON
AND JORY FRANCIS**

ABSENT:

SCOTT FREITAG

STAFF PRESENT:

**ALEX JENSEN, GARY CRANE, BILL WRIGHT,
PETER MATSON, TERRY COBURN, TERRY
KEEFE AND THIEDA WELLMAN**

The meeting was held in the Council Conference Room of the Layton City Center.

Mayor Curtis opened the meeting and excused Councilmember Freitag. He introduced Shalie Reich and Dawn Fitzpatrick. Mayor Curtis turned the time over to Alex Jensen, City Manager.

AGENDA:

Alex said a revised agenda was sent out. He indicated that there was a previous item on the agenda having to do with a plat approval for the Old Farms at Parkway Subdivision, Phase 2 that had been pulled from the original agenda. The developer submitted a new concept plan at the last minute that was a sufficient enough of a change that it needed to be reviewed. Alex suggested that the Mayor make that announcement at the beginning of the regular meeting in the event that the public missed the notice of that change.

PRESENTATION – YOUTH OF PROMISE

Alex said this was a presentation from the Youth of Promise. He turned the time over to Karlene Peart.

Karlene said Davis County Youth of Promise would be dissolved once the memorial was taken care of. She said the Layton CTC youth group would be taking on the project to get the memorial completed. Karlene introduced Hailey Tommy and Conner Roach.

Conner Roach explained Youth of Promise. He indicated that they were building a memorial at the Botanical Gardens in Kaysville to recognize those that died in the 9/11 attacks. He explained the memorial that would be completed at the Botanical Gardens.

Hailey Tommy said the City had previously made a pledge to donate \$2,500 when the memorial was completed. She asked that the City honor that pledge.

Mayor Curtis said he remembered discussing the memorial.

Councilmember Brown said she remembered that a commitment was made once the memorial was completed.

Mayor Curtis indicated that the money could be taken from the contingency fund.

Consensus was to make the donation of \$2,500.

MISCELLANEOUS:

SMART 911 SYSTEM

Alex said there was a discussion item on the last work meeting agenda to discuss a Smart 911 system. He said because of time issues, that item was deferred. Alex said he had asked Chief Keefe to come this evening and talk about the Smart 911 system, which was a system the City was moving forward to implement. He said it had some very exciting features that would help the City improve public safety emergency response with the changing telecommunications environment. Alex said Layton would be one of the first cities in the State to implement the system. He said Chief Keefe had been at the forefront of looking at ways to use technology to improve the City's services. Alex said the system could be funded out of existing 911 fees.

Terry Keefe said Smart 911 was a new concept that rolled out in 2010. He said several agencies across the country were using the system. Terry said Layton would be the first agency in Utah to use the system. He said it was a subscriber system that allowed residents to register their phone numbers through the Smart 911 system at no cost to the citizens. Terry said residents could determine what information they wanted to provide to dispatch that would allow the dispatchers to display the information across a screen. That information could include the name, address, allergy information, information about small children including a photograph, or handicap information. Terry said the information was at the subscriber's discretion. He said information could be sent out to computers in patrol cars and fire trucks so that emergency responders had the information before arriving on scene.

Terry said when a subscriber registered information in Layton, it would be available anywhere that uses the system. He said there was no cost for the citizens to participate in the program. Terry said funding was available through current 911 funds. He said the system could roll out by the end of August. Terry said currently AT&T was working on the backend equipment that was needed to facilitate the importation of the information from the 911 servers. He said the information entered into the system by residents would not reside in Layton; it would be located at the Smart 911 offices back east. Terry said without the express written consent by the subscriber, the City could not search the database. He said privacy rights were protected. Terry said a subscriber would be required to update their information every six months. He said this would be a great benefit to the citizens of Layton, but it would take some marketing on the City's part to get this information out to the community. Terry said it was a great system and he was excited about having it in Layton.

Alex asked Terry to talk about the language and hearing impaired aspect of the system.

Terry said as the community became more diverse, there were individuals that moved into the community that made communication more difficult. He said currently a dispatcher had to determine what language a person was speaking to get help on the language line. Terry said most dispatchers recognized Spanish, but if it was Laotian or Taiwanese, it was very difficult for the dispatchers to recognize the language. He said if a subscriber had registered that information, the dispatcher would be able to get the appropriate help on the language line in advance. Terry said for the deaf, all that was needed would be for them to dial 911; the dispatcher would know that they needed to communicate via text messaging.

Councilmember Flitton asked if there would be ongoing subscription costs.

Terry said yes, but the City had a five-year lock in cost of \$16,000 per year. He said the money was available in the 911 budget.

Councilmember Flitton asked if the subscriber information was prompted by a form.

Terry said he hadn't seen the registration form yet.

Councilmember Bouwhuis said this was a great use of funds.

Councilmember Brown said the City already had a way to register phone numbers; this would expand what was already available.

Terry said that was correct.

Councilmember Brown asked what the response had been with the existing system.

Terry said it had been very good; approximately 85%.

Councilmember Francis asked how they would get the word out.

Terry said they anticipated sending flyers to every home, and using the website. He said hopefully there would be media coverage.

Councilmember Flitton said this was a no brainer; the benefit far outweighed the cost.

Consensus was to move forward with the system.

AMENDMENT TO TITLE 4 OF THE LAYTON MUNICIPAL CODE – CITY’S RECORDS ACCESS AND MANAGEMENT ACT – ORDINANCE 13-11

Gary Crane, City Attorney, said this amendment would bring the City’s Code up to date with what was passed during the last legislative session. He said most of the amendments were identifying new records that needed to be designated in a certain fashion. Gary said the Council’s personal telephone numbers or email addresses were not public information if they designated another one they had specifically for work. He said personal notes or communications were not considered public record. Gary said if there was a private record in question, the City Manager had the opportunity to release that private record.

Gary said one change was made at the request of the City Recorder. He said retention of tape recordings of meetings was changed by the State Archive Office to three years. Gary said the retention had always been a one year retention, but approximately two years ago it was changed to three years. He said there was no purpose in extending it to three years. Gary said the retention was three years unless the City designated a different period of time. He said the amendment would designate the retention back to one year. Gary said the permanent record was the written minutes of a meeting.

BID AWARD – ORMOND CONSTRUCTION INC. – PINEWOOD STORM DRAIN PROJECT – APPROXIMATELY 2500 EAST TO 2825 EAST PINEWOOD ROAD – RESOLUTION 13-37

Terry Coburn, Public Works Director, said this was a bid award for a storm drain project in the Fernwood Hollow area just off Highway 89 on Pinewood Road. He said because of the way the City budgeted funds, they were now able to go into subdivisions and repair localized flooding problems. Terry said every time there was a big storm, there were problems in this area. He said this repair was important to the City and the citizens in that area.

Alex asked Terry to give the Council an update on the new water tank.

Terry said the two million gallon tank on Oakridge Drive had been completed for a while and it had been in use since June 15th. He said there would be a ribbon cutting ceremony in the near future. Terry said a lot of cities and irrigation companies were having water problems and were rationing waters. He said Layton City was not under any rationing or in any kind of trouble delivering culinary water to its customers. Terry said the City did monitor abuse and dealt with that. He said the new tank came online at

a very opportune time with all the 100 degree days.

APPROVAL OF POLLING LOCATIONS AND APPOINTMENT OF POLL WORKERS – RESOLUTION 13-38

Thieda Wellman, City Recorder, said this was routine in nature. She said State code required that the governing body approve the polling locations and appoint poll workers. Thieda said Vote Centers would be used again this year, which allowed residents to vote at any location. She said a list of poll workers was included in the Council packet. Thieda said State code indicated that an immediate family member of a candidate could not work at the candidate's home precinct.

FINAL PLAT APPROVAL – JARED AND MATT YEATES – 2078 EAST CHERRY LANE

Bill Wright, Community and Economic Development Director, said this was a parcel split request from Jared and Matt Yeates for property located at 2078 East Cherry Lane. He said the property fronted onto Cherry Lane and contained just less than 2 acres. Bill said there was a single family home located near the road, which would remain, and the proposal was to build an additional home on a flag lot. He said the Foothills at Cherry Lane was located to the west.

Bill said the property also contained a gas line. He said the proposal was a fairly simple lot split. Bill said the home on the front of the property contained a circular driveway; the flag lot was very deep and would utilize a portion of the existing driveway and widen it for access to the home on the flag lot. He said the property was zoned R-S. The north parcel contained 15,000 square feet and all of the required setbacks would be maintained. Bill said because of the depth of the flag lot, there would need to be special considerations for fire protection. He said they would be installing a fire suppression system in the home. Bill said the Planning Commission unanimously recommended approval.

UPDATE – PARKING REQUIREMENTS FOR BIG BOX STORES

Alex said this was a discussion regarding parking requirements for home improvement buildings. He said the City received a request from one of the businesses in the community to reexamine the parking requirement for their specific type of use. Alex said Staff wanted to review the analysis that had been done and what conclusion Staff had reached. He said Staff wasn't asking the Council to adopt anything this evening; this would be brought back at a future meeting.

Bill Wright said this would be on the August 1st meeting agenda. He said the Planning Commission and Staff had spent quite a bit of time on this request. Bill said the request came from a corporation working with Lowe's on Antelope Drive. He said they had identified that there was a lot of surplus parking on that site. Bill said they did some studies about how other communities had been treating these large home improvement centers, in terms of parking requirements. He said they were requesting a change to the required parking for larger home improvement retailers.

Bill said Lowe's had contracted with Ryan Hales, a traffic engineer, who was here this evening. He said Mr. Hales had done a lot of work in the community dealing with traffic, parking and a variety of different studies. Bill said Staff asked Mr. Hales to prove that there was excess parking at this location. He said Staff also studied how other cities were regulating parking for these types of uses. Bill said the City didn't want to over-park a site; there should be an efficient use of land.

Bill said the parking studies were done in November and presented to the City in February. He said the information was presented to the Planning Commission in March. Bill said the Planning Commission raised some concerns at that time. He said it was determined that the peak season for these types of uses was May and June; Staff was suspect that doing the count in the winter months was not as accurate as they could be for the peak season. Bill said based on sales tax revenue generated, the peak was May and June. He said the Planning Commission wanted more information after the March meeting with

additional traffic studies done during the peak season.

Bill said counts were done by Mr. Hales in May on two different Saturdays. He said Staff did some counts during the weekday because they were noticing a lot of parking on the fringes of the parking lot. Bill said Staff felt that it might be commuters using the parking lot, but discovered that it was mostly employees of Lowe's parking there instead of to the rear of the building. He said the studies corroborated that there was excess parking provided on the site.

Bill said a 6,800 square foot pad site was factored in, which was what the property owner wanted to develop, and the conclusion was that there was excess parking. He displayed a map of the site, and a conceptual map with the proposed new building. Bill said there were 474 stalls on the site.

Bill said Mr. Hale's study showed a peak need of 1.43 stalls per 1,000 square feet. He said after some analysis, the Planning commission was recommending 2.0 stalls per 1,000 square feet.

Bill displayed a conceptual drawing of the proposed new retail building on the site. He said the building would likely not be a restaurant because the parking requirements for restaurants were much higher. Bill said the property owner would probably proceed with the new retail development if the Council approved the parking requirement.

Bill said currently the City's Code indicated 5 stalls per 1,000 square feet. He said the new proposal of 2 parking stalls was based on gross square footage; previously the 5 stalls was based on net square footage, which removed the storage areas, bathrooms, break rooms, or anything that was not a retail area. Bill said based on the net calculation, the new proposal would be approximately 3.2 stalls per net 1,000 square feet.

Councilmember Flitton asked if Lowe's owned the land.

Bill said that they did. He said he believed the arrangement was that they were going to sell the property.

MISCELLANEOUS: (continued)

BUILDING PERMITS

Alex asked Bill to provide the Council with an update on building permits for the year.

Bill said at the end of June, the City had issued about 160 single family residential permits for the first six months of the year. He said that equaled the yearly total 2 years ago. Bill said last year 265 permits were issued; if the trend continued this year it would be similar to what was issued in 2005. He said in 2005 there were very few multi-family permits issued. Bill said relative to multi-family permits, there were 156 issued with the Kays Crossing project; 24 at the Villas on Main Street, and 150 in the Cottages, which was the senior housing project on Adamswood Road.

Councilmember Bouwhuis asked if subdivisions approved in 2005 and 2006 were starting to populate with homes.

Bill said most of them were moving fairly quickly. He said Staff was seeing strength in the subdivisions, which meant that the land was being prepared for homebuilders. Bill said a few months ago Staff attended a Homebuilders Association luncheon and they brought in an expert that feeds information to builders and developers. He said the bottom line of all the information he shared about the Wasatch Front was that if builders were not building in Layton City, they were not building. They were told they should be building in Layton City. Bill said he thought the City was experiencing that; once subdivisions were developed, lots were being sold very quickly.

STRATEGIC PLANNING WORK MEETING

Alex said Staff wanted direction from the Council about holding a strategic planning meeting in July. He said the next scheduled date would be on the 25th, right after the holiday. Alex said Staff assumed that the Council would probably not want to do that.

Consensus was to not hold a meeting.

Council discussed recent positive feedback from citizens about the July 4th celebration and the splash pad.

The meeting adjourned at 6:48 p.m.

Thieda Wellman, City Recorder